



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

High-Impact Tutoring Program Associate
Office of the Chief of Staff (COS)

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

OSSE's High-Impact Tutoring (HIT) Initiative

Over the next three years, OSSE will lead a major \$40 million investment in scaling and supporting high-impact tutoring across the District, with a particular focus on at-risk students and other students who have experienced disrupted instruction during the COVID-19 pandemic. This investment is a core part of the city's recovery strategy, given the strong body of evidence demonstrating the effectiveness of high-impact tutoring as an intervention that can produce dramatic gains in student learning. Through this investment, OSSE strives to accelerate learning for these students over the next three years.

The Role

OSSE is seeking a program associate to provide vital program support to OSSE's new HIT initiative. The High-Impact Tutoring Program Associate will be responsible for a diverse portfolio of projects and activities that will provide broad exposure to the design and launch of a new program at OSSE. The associate will be part of a team of 3 and will liaise with a diverse group of external and internal stakeholders and will coordinate closely with other divisions to stand up and execute on the HIT initiative's mission, as well managing projects for key parts of the initiative. The position is located in the Office of the Chief of Staff (COS) and will report to the high-impact tutoring initiative manager. It is funded through the Elementary and Secondary School Emergency Relief (ESSER) Fund as part of relief provided to states to combat the COVID-19 pandemic. The funds and the position are available until September 30, 2024.

Specific functions of the High-Impact Tutoring Program Associate include:
Data, Performance and Project Management (60%)

- Serve as initiative's data coordinator and develop strong expertise on HIT data across the District, including liaising with OSSE teams, other agencies, and external partners to track HIT across DC; coordinating with other OSSE teams building and developing data systems; and responding to requests for information on HIT.

- Serve as initiative's communications manager, including developing high-quality and compelling talking points, PowerPoint decks, and reports on the implementation and effectiveness of the HIT initiative; developing content for small web site; drafting occasional communications collateral; and working with OSSE's communications team to share information about HIT when requested with internal and external stakeholders.
- Serve as project manager for the initiative's quarterly reporting and performance management processes, including liaising with agency leaders and external partners and supporting other internal agency performance tools and performance management meetings.
- Coordinate robust program evaluations of HIT by DC agencies and third-party evaluators, including liaising between researchers and school/tutoring partners to support researcher access to schools.

Grant Management Support (40%)

- Support HIT grants manager to liaise with and provide technical assistance to HIT subgrantees, including providing ongoing strategic support for grant implementation and grant routines, including reimbursement and monitoring, as well as managing subgrantee data and reporting for the District of Columbia.
- Work collaboratively with the HIT grants manager to continuously improve grant management processes and procedures.

Key qualifications for the role include:

- 4-6+ years of work experience
- Demonstrated experience managing multiple large projects and small tasks simultaneously
- Demonstrated experience drafting high-quality PowerPoint decks, visualizations of complex information, talking points, and reports for executive-level audiences
- An analytical eye and research skills to identify interrelated program problems, draw conclusions, and develop recommendations to improve program efficiency and effectiveness
- Eagerness to be creative, innovative, and proactive in finding solutions to any challenge
- Strong verbal and written communication and listening skills
- Familiarity with Microsoft Excel with an eagerness to build proficiency and fluency, and ability to analyze datasets and draw concise conclusions
- Meticulous attention to detail, with an ability to produce high-quality work in a dynamic environment
- Interest in the DC education landscape and high-impact tutoring as a promising intervention to support students to recover from the effects of the COVID-19 pandemic
- Flexibility and sense of humor, with ability to adjust plans and approaches to meet new and emerging needs as high-impact tutoring initiative is established

Our ideal candidate will also have:

- Previous work experience in education in DC or elsewhere; and/or
- Experience with tutoring and/or high-impact tutoring, either as a tutor or working for a tutoring organization; and/or
- Demonstrated experience managing projects in the areas of grants management, program evaluation, reporting, performance management, and/or communications; and/or
- Bachelor's degree from an accredited college or university.

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.